

ETSU Residency Candidate Newsletter

September 2021

Office of Educator Preparation



CLEMMER COLLEGE

EAST TENNESSEE STATE UNIVERSITY



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Video Permissions Forms

Video permission forms are required for any type of recording that candidates do in the classroom. This includes assignments, lesson plans, and edTPA. Below are links to the English and Spanish versions of the Video Permission Letter. Candidates are responsible for keeping record of all permission forms

either electronically or with physical copies.

A digital version of both formats can be found on the [Residency Handbook and Resources](#) webpage.

[English Video Permission Letter](#)

[Spanish Video Permission Letter](#)

Covid-19 Statement

Due to the climbing number of active cases of Covid-19 in our region, students are required to notify their ETSU supervisor and mentor teacher if they have tested positive. Candidates should follow the school district's guidelines for returning to the classroom.

Note: If a candidate is quarantined but is not exhibiting symptoms, they can continue working on assignments for the mentor teacher from their home to continue accruing residency hours.

Substitute Teaching Guidelines

- Residency Candidates are **NOT allowed to be pulled to watch or monitor a classroom without another adult present** (teacher, Instructional Assistant, substitute teacher). This is a liability issue.
- Residency Candidates **CAN be used as a substitute teacher only if they have completed the district substitute training and HR payment paperwork.**

If you have any questions regarding these guidelines and requirements, please contact the Office of Educator Preparation using the contacts below.

Praxis Subject Assessments

In order to advance to Residency II, you will need to provide a copy of all Praxis scores to the Office of Educator Preparation.

- Indicating ETSU as a score recipient does **NOT** ensure your scores are received by our office. You are responsible for submitting a score report with all passed exams to our office.
- Scores should be emailed to edprep@etsu.edu or hand delivered to Warf-Pickel 305.
- Whether testing at home or at a testing center, be sure that both ETSU (**TEST CODE 1198**) and TN Dept. of Education (**TEST CODE 8190**) are listed as recipients, as they will **NOT** automatically send, and there

will be an additional fee to send them to a recipient at a later date.

LiveText Time Log & Approval

All residency candidates should be logging their clinical hours on a weekly basis. Your mentor teacher will review and approve these hours at the end of each week. You should also follow the school protocol for signing in and out of the school each day. If the candidate will be absent or tardy, the candidate should notify the ETSU supervisor and mentor teacher.

If any candidate or mentor teacher is having difficulty accessing LiveText, please contact the Office of Educator Preparation immediately so the issue can be resolved. It is important that hours are being logged by the student and approved by the mentor.

Important Upcoming Dates & Reminders

Important Upcoming Dates:

December 3: Last day of Residency I (only applicable to students who have completed the required 135 hours and observations)

December 15: All LiveText requirements should be completed (observations, assessments, time logged, mentor teacher approval of time)

Reminders:

- Candidates **must** submit each lesson plan 2 days prior to an observation to allow the mentor teacher time to review it.
 - See the [Observation and Evaluation Schedule](#) to keep up-to-date with lesson plan and other assessment deadlines.
 - Refer to the [Residency Key Roles](#) to make sure you are keeping up with residency candidate and mentor expectations.
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Communication

The Office of Educator Preparation is continually improving communication efforts between our office and residency candidates. In addition to our website and monthly newsletters, we will also offer a virtual office hours option on the second Wednesday of each month from 3:30-4:30 p.m. Please feel free to join us during this time if you have praises, suggestions,

questions, or issues. I included the Zoom information below. As always, we can be reached via email or phone between 8:00-4:30 p.m. Monday-Friday.

ETSU Residency Candidate website

- <https://www.etsu.edu/coe/educator-preparation/residency/default.php>

Office of Educator Preparation Monthly Virtual Office Hours

- The second Wednesday of each month from 3:30-4:30 p.m. (September-May)
- <https://etsu.zoom.us/j/93747002963?pwd=Vm9ZMW5TWUxuR09FUXBWL2dZb01UUT09&from=addon>
- Meeting ID: 937 4700 2963
- Passcode: 171497

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